

## National Capital Region Radio Cache Deployment Procedure

### Description

The National Capital Region (NCR) Radio Cache consists of 1250 portable radios with ancillary support equipment stored in three individual, self-contained, field deployable, caches. The radios are programmed to operate on the 800/700 MHz Public Safety Radio Systems that are operational in the region. The radios are capable of operating on the Law Enforcement and Fire and Rescue resources used within those systems. The three radio caches are located, maintained, and managed in the following jurisdictions. Fairfax County, Virginia has 500 radios, Montgomery County, Maryland has 500 radios, and the District of Columbia has 250 radios. The cache is funded with a Department of Homeland Security Urban Area Security Initiative (UASI) Grant. Each radio cache has two disposable batteries and two rechargeable batteries for each radio in the cache and with the capabilities of recharging all batteries.

In addition to containing portable radios, each Radio Cache contains tactical audio switches that permit interconnection of disparate radio infrastructure, to support public safety operations. The cache also has portable repeaters that can be used on the RINS and 800 National channels for localized operations and special equipment to support in-building or below-grade/tunnel communications. The cache also maintains the capability to reprogram the cache radios during emergency events to meet unanticipated communication requirements.

The NCR Radio Cache is available to support public safety communications needs within the National Capital Region for emergency incidents or scheduled events. Within two hours of receiving an emergency deployment request the radio cache will be en-route to the requesting agency with a support staff that includes a qualified Communications Unit Leader (COML) and communications technicians.

Deployments for scheduled events shall be requested in advance (refer to details listed under scheduled events on page 3) and must be approved by the Fire Chief from the jurisdiction in which the radio cache is being requested. Radios and support equipment (e.g., batteries and chargers) will typically be issued, in bulk, to a representative of the requesting agency several days prior to the event. If support personnel are requested, they will accompany the cache to the scheduled event. A request for tactical repeaters and interconnect devices will involve a planning meeting with the cache manager or COML to review the event's communications plan (ICS 205). This will also require the deployment of one or more Cache personnel to maintain the equipment during the event.

District of Columbia

Bladensburg\*

Bowie

College Park

Frederick

Frederick County

Gaithersburg

Greenbelt

Montgomery County

Prince George's

County

Rockville

Takoma Park

Alexandria

Arlington County

Fairfax

Fairfax County

Falls Church

Loudoun County

Manassas

Manassas Park

Prince William County

\*Adjunct member

## **Deployment Procedure:**

Requests for deployment of the National Capital Region (NCR) Radio Cache may be made for Emergency Incidents or Scheduled Events.

## **Emergency Incidents:**

Emergency Requests for deployment of the NCR Radio Cache to an Emergency Incident must be initiated by the NCR/COG jurisdiction's communications center. It is each agency's responsibility to maintain appropriate internal procedures to ensure that requests are only passed on from the communications center if the request originated from, or was approved by, a person with the authority to accept fiscal responsibility for the NCR Radio Cache deployment costs. A request from a participating agency's communication center for deployment of the NCR Radio Cache is acceptance of fiscal responsibility for the cost of any damaged or lost equipment.

The requesting agency's communications center will contact the Fairfax County DPSC (for Virginia agencies), the Montgomery County PSCC (for Maryland), or District of Columbia OUC (for Washington, D.C.) and request the deployment of the cache using the attached **NCR Radio Cache Emergency Request Deployment Form**. The NCR Radio Cache Emergency Request Deployment Form must be completely filled out to ensure timely fulfillment of the deployment request and faxed to the appropriate host dispatch center. **Voice requests (via either recorded telephone or radio) for deployment of the NCR Radio Cache are also acceptable.** When a voice request is received the information contained on the NCR Radio Cache Emergency Request Deployment Form will be solicited from the requesting agency to ensure timely accurate deployment of the cache.

Once confirmation has been made that a cache will be delivered to the requesting jurisdiction, the requesting jurisdiction's radio cache manager must complete the following procedures to inform all regional players about the status of the radio cache.

When the Radio Cache has been deployed for an emergency incident, the NCR Radio Cache Manager or the COML will contact DC EMA, the host center for RICCs, at (202) 727-6161. Have them send a page through RICCs to the following groups:

Police and Fire Communications

R-ESF 4, 9 and 10: Firefighter, HazMat, Urban Search and Rescue

R-ESF 5: Information and Planning

R-ESF 13: Law Enforcement

The page should include the number of radios deployed from which cache (Montgomery, Fairfax, and/or District of Columbia), what event, and dates the cache will be deployed (if available).

On receipt of an Emergency Request for the NCR Radio Cache the host agency (Fairfax, Montgomery) will deliver up to 500 radios or District of Columbia up to 250 radios to the requested location. The designated contact at the requesting agency will be contacted within 30 minutes at the contact number given, or via radio, by the host agency NCR Radio Cache Manager acknowledging receipt of the Emergency Deployment request. The NCR Radio Cache will depart the storage location within two hours of the request being received. Once the cache has departed, the host agency NCR Radio Cache Manager will notify the incident contact of an estimated time of arrival.

The host agency receiving the request for the NCR radio cache will notify the other NCR radio cache's of the deployment. It is the responsibility of the responding cache manager to coordinate any additional tactical communications support request that may be needed from the remaining radio caches. The decision on whether to send additional radios or tactical support from the remaining Radio Caches will rest with the Fire Chief of that cache. The Fire Chief will evaluate the situation and make that decision using intelligence gathered.

If the initial request is for more than 500 radios then the host receiving the initial request will also initiate consultations with the other NCR Radio Cache host agency. The final determination as to whether or not to release some or all of the radios from the second NCR Radio Cache lies with the three host Fire Chiefs. The requesting agency will receive notification of the status of their request for radios in excess of 500 within two hours of the initial request being made.

The Radios will be returned to the host radio cache site within 72 hours after the recovery phase of the incident.

### **Scheduled events:**

Application for deployment of the NCR Radio Cache for scheduled events should be initiated no later than 30 days and no more than 120 days prior to the event. There will be some events that will require last minute requests; i.e., State funerals, protests. The request will be made directly to and be granted by the Fire Chief of the jurisdiction of the host radio cache using the NCR Radio Cache Routine Request Form. The request will be granted by the priority of the request and by date the request was received. Once an application has been approved, the requesting jurisdiction is responsible for pick-up and return of the requested radios. Inventory and inspection will occur on return of the radios and any lost or damaged radios will be billed to the jurisdiction returning the radios per the MOU. For scheduled events, only 250 radios from Fairfax, Montgomery, or the District of Columbia will be allowed. For any one event the total allowable loan amount of radios will not exceed 500 from any three combinations. Any radios loaned for scheduled events will be subject to recall for a higher priority emergency incident. A request for tactical repeaters and interconnect devices will involve a planning meeting with the cache manager or COML to review the event's communications plan and will require the deployment of Cache personnel to maintain the equipment during the event.

## **Request Priorities for Scheduled Events:**

### Priority One

Scheduled Events with the potential for significant public safety impact which include recall of off duty personnel (i.e., IMF, National Mall July 4th Celebration, and Presidential Inaugurations); these may be last minute; i.e., State funerals.

### Priority Two

Community events where large support staff from various jurisdictions are participating (i.e., Police Week, National Fallen Firefighters Memorial).

Once confirmation has been made that a cache will be delivered to the requesting jurisdiction, the requesting jurisdiction's communication center must complete the following procedures to inform all regional players about the status of the radio cache.

When the Radio Cache has been deployed for a special event, please contact DC EMA, the host center for RICCs, at (202) 727-6161. Have them send a page through RICCs to the following groups:

Police and Fire Communications

R-ESF 4, 9 and 10: Firefighter, HazMat, Urban Search and Rescue

R-ESF 5: Information and Planning

R-ESF 13: Law Enforcement

The page should include the number of radios deployed from which cache (Montgomery, Fairfax, and/or District of Columbia), what event, and dates the cache will be deployed.

## NCR Radio Cache Emergency Deployment Form

Emergency Request

Emergency Request

Emergency Request

Please complete all information requested to insure timely fulfillment of the deployment request. This form shall be faxed to Fairfax County DPSC, Montgomery County PSCC, or District of Columbia Fire & EMS OUC. Voice contact via recorded telephone or radio should be made to insure that the request has been received and understood.

Fairfax County Voice: (703) 280-0824

Fax: (703) 997-8075

Montgomery County Voice: (240) 683-6520

Fax: (240) 773-7140

District of Columbia Voice: (202) 373-3805

Fax: (202) 730-0572

Requesting Agency: \_\_\_\_\_ Today's Date \_\_\_\_\_

Agency Contact: \_\_\_\_\_ Phone # \_\_\_\_\_ Cell # \_\_\_\_\_

Contact Email: \_\_\_\_\_ Fax #: \_\_\_\_\_

Incident Name: \_\_\_\_\_

Incident Location/Address: \_\_\_\_\_

Command Location: \_\_\_\_\_ Incident Commander: \_\_\_\_\_

Command Radio Channel: \_\_\_\_\_

Equipment Needs: Full Radio Cache Response: Yes/No \_\_\_\_\_ Tactical Response Only: Yes/No \_\_\_\_\_

Estimated Radios \_\_\_\_\_ (500 MC/FX 250 DC Max)

Equipment Delivery Instructions: \_\_\_\_\_

Requesting Agency Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Releasing Agency Approval: \_\_\_\_\_ Denial: \_\_\_\_\_

Releasing Agencies Fire Chief Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

**Note: Request for deployment of the NCR Radio Cache indicates acceptance of fiscal responsibility for the replacement of any lost or damaged equipment.**

Emergency Request

Emergency Request

Emergency Request

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## NCR Radio Cache Routine Deployment Form

Routine Request

Routine Request

Routine Request

Please complete all information requested to insure timely fulfillment of the deployment request. This form shall be faxed to Fairfax County DPSC, Montgomery County PSCC, or District of Columbia Fire & EMS OUC. Voice contact via recorded telephone should be made to insure that the request has been received and understood. This request should be received no later than 30 days and no more than 120 days prior to the event.

Fairfax County Voice: (703) 876-4903

Fax: (703) 997-8075

Montgomery County Voice: (240) 683-6520

Fax: (240) 773-7140

District of Columbia Voice: (202) 373-3805

Fax: (202) 730-0572

Requesting Agency: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Agency Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone # \_\_\_\_\_ Cell # \_\_\_\_\_

Contact Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Incident Name: \_\_\_\_\_ Incident Location: \_\_\_\_\_

Date of Planned Event: \_\_\_\_\_

Equipment Delivery Instructions: \_\_\_\_\_

Agency Pick-up: Yes/ No \_\_\_\_\_ Date Equipment Needed By: \_\_\_\_\_ Return Date: \_\_\_\_\_

Equipment Needs: Radios: \_\_\_\_\_ (250 MC/FX/DC 500 Total) Batteries: \_\_\_\_\_ Chargers: \_\_\_\_\_

Tactical Equipment: \_\_\_\_\_ # Com-L's Needed: \_\_\_\_\_ # Com-T's Needed: \_\_\_\_\_

Incident Talk group/ Channel: \_\_\_\_\_ Com Plan in Place (ICS 205): Yes / No \_\_\_\_\_

Requesting Agency Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Releasing Agency Approval: \_\_\_\_\_ Denial: \_\_\_\_\_

Releasing Agency Fire Chief Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

**Note: Request for deployment of the NCR Radio Cache indicates acceptance of fiscal responsibility for the replacement of any lost or damaged equipment.**

Routine Request

Routine Request

Routine Request

---- -ROUTINE REQUEST-----ROUTINE REQUEST----

## SIGNATURE SECTION

This NCR Radio Cache Deployment Procedure is agreed to, acknowledged and signed by:

### CITY OF ALEXANDRIA

\_\_\_\_\_  
Russell Middleton  
Acting Fire Chief

\_\_\_\_\_  
Date

### ARLINGTON COUNTY

\_\_\_\_\_  
James Schwartz  
Fire Chief

\_\_\_\_\_  
Date

### THE DISTRICT OF COLUMBIA

\_\_\_\_\_  
Brian K. Lee  
Fire Chief

\_\_\_\_\_  
Date

### CITY OF FAIRFAX

\_\_\_\_\_  
Thomas Owens  
Fire Chief

\_\_\_\_\_  
Date

### FAIRFAX COUNTY

\_\_\_\_\_  
David Rohr  
Interim Fire Chief

\_\_\_\_\_  
Date

### FREDERICK COUNTY

\_\_\_\_\_  
Walter Murray  
Director

\_\_\_\_\_  
Date

SIGNATURE SECTION  
(CONTINUED)

LOUDOUN COUNTY

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Joseph Pozzo  
Fire Chief

---

Date

MONTGOMERY COUNTY

---

Thomas Carr  
Fire Chief

---

Date

PRINCE GEORGES COUNTY

---

Lawrence Sedgwick, Jr.  
Fire Chief

---

Date

PRINCE WILLIAM COUNTY

---

Mary Beth Michos  
Fire Chief

---

Date

METROPOLITAN WASHINGTON AIRPORTS AUTHORITY

---

Gary A. Mesaris  
Fire Chief

---

Date



**SIGNATURE SECTION  
COG POLICE CHIEFS SECTION**

**City of Alexandria**

-----  
David Baker  
Police Chief

-----  
Date

**Arlington County**

-----  
M. Douglas Scott  
Police Chief

-----  
Date

**District of Columbia**

-----  
Cathy Lanier  
Police Chief

-----  
Date

**City of Fairfax**

-----  
Richard Rappoport  
Police Chief

-----  
Date

**Fairfax County**

-----  
David M. Rohrer  
Police Chief

-----  
Date

**City of Falls Church**

-----  
Harry Reitze  
Acting Police Chief

-----  
Date

**SIGNATURE SECTION  
(Continued)**

**City of Gaithersburg**

-----  
Mary Ann Viverette  
Police Chief

-----  
Date

**City of Greenbelt**

-----  
James R. Craze  
Police Chief

-----  
Date

**Loudoun County**

-----  
Stephen O. Simpson  
Sheriff

-----  
Date

**City of Manassas**

-----  
John Skinner  
Police Chief

-----  
Date

**City of Manassas Park Police**

-----  
John C. Evans  
Police Chief

-----  
Date

**Montgomery County**

-----  
J. Thomas Manger  
Police Chief

-----  
Date

**SIGNATURE SECTION  
(Continued)**

**Prince George's County**

-----  
Melvin C. High  
Police Chief

-----  
Date

**Prince William County**

-----  
Charlie T. Deane  
Police Chief

-----  
Date

**City of Rockville**

-----  
Terrance N. Treschuk  
Police Chief

-----  
Date

**City of Takoma Park**

-----  
Ronald A. Ricucci  
Police Chief

-----  
Date

**Metro Transit Police**

-----  
Polly L. Hanson  
Police Chief

-----  
Date

**Metropolitan Washington Airports Authority Police**

-----  
Steve Holl

-----  
Date